



**King County**  
**DISEASE RESEARCH AND DATA SPECIALIST**  
**PUBLIC HEALTH- SEATTLE & KING COUNTY**  
**PREVENTION DIVISION, HIV/AIDS EPIDEMIOLOGY SECTION**  
**Hourly Rate Range \$19.0750 - \$24.1786**  
**Job Announcement No.: 03RM3420**  
**OPEN: 5/14/03                      CLOSE: 5/28/03**

**WHO MAY APPLY:** These two career service positions are open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Susan Buskin at (206) 205-6943 for further inquiries on the .75 FTE position. Contact Jim Kent at (206) 205-6121 for further inquiries on the 1.0 FTE position. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** 400 Yesler Building, downtown Seattle.

**WORK SCHEDULE:** These positions are overtime eligible. The .75 FTE position works a 30 hour work week, 6 hours per day, Monday through Friday; some rotating evenings and weekends. The 1.0 FTE position works a 40 hour work week, 8 hours per day, Monday through Friday.

**PRIMARY JOB FUNCTIONS INCLUDE:** The primary job functions include conducting disease surveillance activities and collecting high-quality data used to identify and monitor diseases in King County and serving as liaison with area medical providers for surveillance and research purposes. Specific tasks include conducting in-depth medical chart abstractions, patient interviews, data organization, data entry, and data base management. It is also essential to maintain confidentiality of data at all times.

**QUALIFICATIONS:**

- Knowledge of HIV manifestations, progression and other HIV-related medical terminology (**Medical terminology tests will be administered**)
- Knowledge of public health research
- Skill in data collection
- Skill in interviewing for research purposes
- Skill in organizing and prioritizing work
- Skills in working with diverse populations on sensitive public health issues
- Ability to maintain confidentiality of data at all times
- Problem solving skills

**DESIRED QUALIFICATIONS:**

- Knowledge of computer software including Microsoft Excel, Microsoft Access, Epi-Info, and CDC HIV/AIDS Reporting Software.
- Knowledge and skill in data entry and management expertise.

**NECESSARY SPECIAL REQUIREMENTS:**

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- The selected candidate must pass a through background investigation.
- Employees are required to protect the confidentiality of protected health information, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Washington Administrative Code.

***UNION MEMBERSHIP:*** Local 21

**SEQUENCE NUMBER: 80-8554-3176 for .75 FTE**  
**SEQUENCE NUMBER: 80-8554-2234 for 1.00 FTE**